Excerpt: School Guidelines, 2016-2017, *HISD Transfer Procedures, Section XVIII – 10 - 11*

SPECIAL EDUCATION TRANSFERS (Tier 2)

Chancery Code: SE

**Description:** Services are available throughout the district for students with disabilities. The campus ARD/IEP committee determines which instructional and related services are required and recommends appropriate locations for services based on the IEP currently in effect. HISD provides transportation for students as determined by the ARD/IEP committee. In addition, students with disabilities are eligible to apply for all other types of transfers available to students without disabilities, including magnet transfer.

TEC §25.0343 provides for sibling transfers for students residing in the same household with a student who is transferred to another campus for the purpose of receiving Special Education services. Transportation is not required for a sibling transfer. This does not apply if the student receiving special education services resides in a residential facility.

**Selection of Eligible Schools:** The campus ARD/IEP committee determines the nearest school with space that meets the program criteria for the student with disabilities.

**Procedures for Applying:** A child is eligible for enrollment in a special education program if the ARD/IEP committee has recommended such placement. The ARD/IEP committee determines the nearest school with the necessary program if the zoned school does not provide such services. A Special Education designee and receiving principal must sign the Special Education transfer.